

# Focus Group Checklist

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- ☐ Lead/Facilitator
- ☐ Recorder/Note Taker
- ☐ Greeter (Optional)
- ☐ Questions
- ☐ Agenda
- ☐ Script
- ☐ Participants
- ☐ Printouts, videos, and other content
- ☐ Consent forms
- ☐ Pens
- ☐ Name tags / table tents
- ☐ PC laptops to present (Macs must have video and HDMI dongle attachment)
- ☐ Recommended: coffee, donuts / bagels, water, napkins, plates
- ☐ Tape and Paper for signage